



LAND USE SERVICES DEPARTMENT

Planning Division

San Bernardino Office

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San Bernardino, CA 92415

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Hesperia Office

15900 Smoke Tree St.
Hesperia, CA 92345

Phone: (760) 995-8140

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CONDITIONAL USE PERMIT INFORMATION SHEET AND APPLICATION

Fees/Deposit:

LUSD Processing Fees			
Area Being Developed	0 to 0.99 acres	1 to 4.99 acres	5 acres and over
Actual Cost Initial Deposit (J631)	\$6,705.00	\$7,450.00	\$8,940.00

Please Note: *This is a deposit only. The basic review fees for this application are charged on an "actual cost" basis. Your project will be charged at the hourly and mileage rate(s) as provided in County Code Section 16.0228B(b) (\$63 to \$226/hr.) as well as any other costs incurred by the County in processing your project. These costs include, but are not limited to, any required advertising, mailings, and notices. Other divisions and departments will be charging to the deposit listed above. You are responsible for all charges made to the project account. If account funds are depleted an additional deposit will be required. If an additional deposit is required it must be paid to allow staff to continue processing. Any failure to pay the required deposit will result in suspension and possible termination of the project review process as well as sending your account to collections. After the review is completed, a minimum deposit balance will be required for condition compliance processing. For more information on fees, please contact County Planning.*

In addition to the deposit listed above other fees may be required for reviews by County Fire, Environmental Health Services, Code Enforcement, Surveyor, Public Works and special report reviews by Building and Safety. State Fish and Game fees as noted on the attached pages may be required before your project can be approved.

A Conditional Use Permit (CUP) is required by the County Development Code to evaluate the location, design and operation for certain new or expanded land uses as specified in each Land Use District. These uses, although generally deemed to be consistent with the purpose and intent of the Land Use District, typically have characteristics which require special consideration in order to avoid conflicts with surrounding land uses. **Note: Wireless telecommunication facilities are required to be submitted on a specialized application.**

The Conditional Use Permit application and process provides the County the opportunity to completely review the proposed project before its implementation. Conditions of Approval will be required of the project prior to its final approval or implementation.

Conditional Use Permits will be reviewed by Planning Staff and will be considered by the Planning Commission at a public hearing. Actions of the Planning Commission may be appealed to the Board of Supervisors within ten days following the date of the action. Appeals must be made by means of a separate application and may require an additional fee.

Please use this information sheet as a checklist to assemble the materials required for the submittal of your Conditional Use Permit and bring it with you when you submit your application. An appointment is not required to submit your application; however, appointments are available upon request. If you wish to schedule an appointment, please call one of the numbers listed above.

GENERAL PROCEDURES

1. Submit application and fees – County staff will use the checklist to determine whether your application may be accepted. The County's standard Land Use Application shall be used and is contained in this packet.
2. Determination of Application Completeness – County staff will determine whether the materials you have submitted are adequate or if additional materials or reports are required. You will be notified in writing if any additional materials are required.
3. Environmental Action Determination – County staff will prepare an Environmental Initial Study in compliance with the California Environmental Quality Act (CEQA). It is through the Initial Study that the determination is made as to what type of environmental determination will be required. If an Environmental Impact Report (EIR) is required, staff will contact you to explain the process and the costs.
4. Application processing – The project planner will have the project and materials reviewed by all appropriate County Departments and Agencies. Any required corrections, questions or revisions to the plans or other materials will be reviewed by the project planner and then provided to you.
5. Recommendations, conditions of approval and final report – The project planner will prepare these materials for consideration by the Planning Commission.

CHECKLIST OF SUBMITTAL MATERIALS

Please use this checklist as you assemble the materials for the submittal of your application. County staff will use the checklist to determine whether your application is acceptable for submission. **If your submittal package does not contain all of the information listed below, your application will not be taken in and receipted for processing.** If you have any questions about the items requested or if you wish to obtain information on processing schedules, please call the Customer Service Unit at (909) 387-8311 or (760) 995-8140.

Section A – Fees/Deposit

1. _____ Check or money order made payable to “San Bernardino County” in the correct amount.

LUSD Processing Fees			
Area Being Developed	0 to 0.99 acres	1 to 4.99 acres	5 acres and over
Actual Cost Initial Deposit (J631)	\$6,705.00	\$7,450.00	\$8,940.00

Provide **one copy** of the following receipts or a letter stating such fees are not applicable:

2. _____ **Receipt** from the Environmental Health Services Division (DEHS) of payment of required review fees. Contact DEHS at (800) 442-2283 for fee amount, applicability and payment prior to application submittal
3. _____ **Receipt** from the appropriate fire jurisdiction of payment of required review fees.
4. _____ **Receipt** from the Department of Land Use Services/Land Development Division of payment of required review fees.

Note: If your project is within a Geologic Hazard Overlay District, you will be required to pay the Building and Safety Division the review fees for any required geologic reports. You will be notified when you will need to complete this part of the process. The fee amount will be as established by the County Fee Ordinance.

The fees listed above (2 - 4) for DEHS, County Fire, Public Works and Building and Safety are in addition to the “actual cost” deposit. Additional fees will be required if the application is the subject of a Code Enforcement action.

“Actual Cost Initial Deposit” – This is a deposit only. The basic review fees for this application are charged on an “actual cost” basis. Your project will be charged at the hourly and mileage rate(s) as provided in County Code Section 16.0228B(b) (\$63 to \$226/hr) as well as any other costs incurred by the County in processing your project. These costs include, but are not limited to, any required advertising, mailings, and notices. Other divisions and departments will be charging to the deposit listed above. You are responsible for all charges made to the project account. If account funds are depleted an additional deposit will be required. If an additional deposit is required it must be paid to allow staff to continue processing. Any failure to pay the required deposit will result in suspension and possible termination of the project review process as well as sending your account to collections. After the review is completed, a minimum deposit balance will be required for condition compliance processing. For more information on fees, please contact County Planning.

In addition to the deposit listed above other fees may be required for reviews by County Fire, Environmental Health Services, Code Enforcement, Surveyor, Public Works and special report reviews by Building and Safety. State Fish and Game fees as noted on the attached pages may be required before your project can be approved.

Section B - County Documents

5. _____ **Two copies** of a completed Land Use Application Questionnaire.
Only two copies of the application are required for the initial filing of this application. *Revisions may or may not be required. When Customer Service Unit staff determines that the application is complete, you will be required to submit additional copies of the application. The specific number of copies to be submitted will be determined at that time.*
6. _____ **One copy** of the completed Hazardous Waste Site Certification form contained in this packet.

7. _____ **Two copies** of the Adequate Service Certification for water and sewer service. Please use the forms (A, W1, W2, S1 and S2) at the end of this packet.

Section C – Other Documents

8. _____ **Two copies** of a plot plan drawn at a scale to accurately delineate the proposed project as it is to be constructed. A conceptual plan is not acceptable. (Folded accordion style - 8" x 10 1/2" size.) (Refer to the Plot Plan Checklist for specific requirements.) *Only two copies of the plot plan are required for the initial filing of this application. Revisions may or may not be required. When Customer Service Unit staff determines that the plan is complete, you will be required to submit additional copies of the plot plan. The specific number of copies to be submitted will be determined at that time.*
9. _____ **One copy** of the plot plan reduced to 11" X 17".
10. _____ **One copy** of a "Letter of Intent" which specifically details the proposed business or operation. Include hours of operation, number of employees, truck trips, and any other details that will accurately describe the business.
11. _____ **One copy** of a) the recorded Grant Deed or b) the Quit Claim Deed with the previous Grant Deed for each lot or parcel or c) a copy of a current Preliminary Title Report (issued within 60 days of filing).
12. _____ **One certified copy** each, if applicable, of the Articles of Incorporation including the latest statement of officers; the Partnership Papers (limited or general); or the recorded Fictitious Business Name Statement naming the owner(s) of the firm, if either the Grantor or Grantee are Corporations, Partnerships, or Fictitious Firms
13. _____ **One copy** of the trust agreement if a trustee is listed as the property owner.
14. _____ **One copy** of the appropriate Assessor's map. This may be obtained from the Assessor's Office.
15. _____ **One copy** of the United States Geological Survey (USGS) Map of the project area clearly showing project boundaries and labeled with the quadrangle map name and applicant's name. A legible photocopy is acceptable. The USGS map may be purchased at a local blueprint company.
16. _____ **One copy** of any letter or document received from the County or other agency regarding this project.
17. _____ **One copy** of original color photos of the project site from various angles (digital photos on a disk/CD are preferred). Include a vicinity map indicating the location and direction of view.
18. _____ **Two copies** of a Water Quality Management Plan (WQMP) with a cover page that contains contact information for the project applicant and engineer. Detention basins shall be designed to closely conform to the natural topography. Native, drought-tolerant landscaping shall be required to maintain the natural aesthetic.

Section D - Special Studies (if applicable)

19. _____ **Three copies** of a Geologic Feasibility Study for any property in a Geologic Hazard (GH) Overlay District.
20. _____ **Four copies** of a Slope Analysis for any project in a Fire Safety Review Area (FS) Overlay District where grading is proposed.
21. _____ **Three copies** of any other studies prepared for this project.
22. _____ **Four copies** of any required traffic study. A **traffic study** can be required. A final determination will be made after submittal of the project.
23. _____ **Five copies** of any required Endangered Species Report and/or general Biological Study (Desert Tortoise, Mojave Ground Squirrel, Southern Rubber Boa, Delhi Sand Loving Fly, etc.).
24. _____ **Two copies** of the Fiscal Impact Report for any mobilehome or multi-family project of 50 units or more.
25. _____ **Four copies** of a Water Supply Assessment in accordance with SB 221 and SB 610 for a residential project of 500 units or more; shopping centers or business establishments employing more than 1,000 people or 250,000 SF of floor space; hotels more than 500 rooms; industrial uses on 40 acres and greater, or 650,000 SF or more.

Section E – Additional Materials*

Technical studies for traffic, drainage, noise, air quality, biotic resources, archeological resources, groundwater resources, hazardous materials, visual impact or other issues may be required to process your application. You will be notified if any additional materials will be required for the application.

Section F – Redevelopment Area: If a project is in a Redevelopment Area, building colors, signage, and landscape plans should be provided.

Section G – Plot Plan and Building Elevations: Use the following checklist to be sure that your plans include all of the required elements. The plot plan is a drawing, to scale, on one sheet of paper (minimum size of 18" x 24") of the entire land parcel showing buildings, improvements, other physical features and all dimensions. Building elevations must be fully dimensioned and illustrate proposed structure(s) from all sides; the building drawings should also show each story of any multi-story building. Remember that the staff and Planning Commission are not familiar with the property and will need this information to evaluate your project. **If the plans are not legible or do not contain the information listed below, your application will be returned.**

1. _____ Official Stamp Area: A 4 inch by 14 inch area in the upper right hand side of the plot plan shall be left blank and labeled "Official Use Only".
2. _____ Plan Identification: The lower right hand corner of the plan shall contain the following information in this order: a) Assessor's Parcel Number(s) (APN:); b) application type *and proposed land use/building size "CUP for _____"* c) *the names, addresses and telephone numbers of the applicant, representative, recorded Property Owner(s) (if different from applicant), and plan preparer and d) plot plan preparation date and any revision date(s).*
3. _____ Utilities: Indicate names, address and telephone numbers of water company, sewage disposal, electric, gas, telephone, cable television. If no utility company, indicate method of supply.
4. _____ Legal Description: Complete legal description of the property including number of acres. Include APN. If a portion of a large parcel is being developed, include a detailed description of that portion.
5. _____ North Arrow: Indicate north (pointing to top or left hand side of the plan), date of drawing and the scale. Use an Engineer's Scale (1" to 10', 1" to 20', etc.)
6. _____ Dimensions: Show all property lines and dimensions. Also, show boundary lines of project with dimensions if only a portion of the property is being developed. *Property lines shall be shown as a solid, distinctive line. Entire property must be shown.*
7. _____ Roads/Easements: Indicate location, names, centerline, existing and proposed widths of boundary streets, and recorded road, utility, and drainage easements on the property. If none exist, indicate by a note that no easements exist. If property is not on a road or easement, show legal and physical access to property.
8. _____ Paving: Delineate edge of paving (if any) and indicate any existing curbs, driveways, and sidewalks. If no paving exists, indicate type of road (dirt, or gravel) and a note that curb and gutter and/or sidewalks do not exist. If paving does not exist, provide in a notation the distance to nearest paved road and name of road.
9. _____ Drainage: Indicate any drainage or hilly terrain by flow-line arrows and contour lines. Show proposed drainage of site by flow-line arrows and swales.
10. _____ Grading/Topographic Information:
 - _____ Show existing contours and proposed finish contours.
 - _____ Show finish elevations at lot corners and graded areas.
 - _____ Show finish grades for all structures, pads and parking surfaces.
 - _____ If no grading is proposed, state "No grading proposed."
 - _____ Show location, size and height of any existing or proposed walls.
11. _____ Land Use District: Indicate existing and proposed General Plan Land Use District (zoning) for project and all adjacent property including across any streets. If adjacent property is within a City, list the City and City Zoning.
12. _____ Structures/Land Use (Adjacent Areas): Indicate the existing land use, including "Vacant" or "citrus grove," of structures on all adjacent property including areas across any adjacent streets. Indicate distance to any structure that is within 20 feet of the project property line.
13. _____ Structures (Project Area): Indicate with dimensions all existing and proposed structures, including but not limited to power poles, towers, fences, trash enclosures, signs, septic systems. Indicate type of construction and approximate age of any existing/proposed structures.

- _____ Locate by distance in relation to other structures and property lines.
- _____ Indicate existing structures that are to remain or to be removed.
- _____ Indicate the specific use of all existing and proposed structures.
- _____ Indicate height, building footprint dimensions, including eave overhang projections, square footage of each story and number of stories including basements.
- _____ Show location and height of any wall.

14. _____ Vicinity Map: Indicate project location within a general vicinity map with a north arrow. Indicate nearest cross streets, major access roads and community name.
15. _____ Signage: Provide a dimensioned side elevation of any proposed free-standing or monument identification sign including the proposed "copy" (wording). Include distance from both top and bottom of sign to grade. Refer to Development Code for information on allowable type and size of signs. If no sign is proposed state "No signs proposed". If a sign is proposed at a later date, additional review and costs may be incurred.
16. _____ Parking: [Refer to the County Development Code for details.] Show all parking areas with dimensions, number/type of spaces, and surfacing materials. Show the formula per the San Bernardino County Development Code by which you computed the number of spaces required for each use/tenant/unit. Indicate the number of spaces required for each use and indicate the number of spaces proposed as well as the minimum number of spaces required. Use the following chart as an example:

PARKING SPACE ANALYSIS:

<u>Land Use/Requirement</u>	<u>Parking Rate</u>	<u>Bldg. Size/rate</u>	<u>Required</u>	<u>Provided</u>
Warehouse	1/1000 sq. ft.	10,000 sq.ft. ÷ 1000 sq.ft.	= 10 minimum	12
Office/retail	1/250 sq. ft. (minimum 4)	600 sq.ft. ÷ 250 sq.ft/min. 4	= 4 minimum	4
restaurant	1/3seats (minimum 10)	1000 sq. ft. w/20 seats/min 10	= 10 minimum	12
<u>Loading Zone</u>	<u>1/5000 per use</u>	<u>11,600 sq. ft.</u>	<u>= 3 minimum</u>	<u>3</u>
TOTAL		11, 600 sq.ft.	27	31
Van accessible spaces for the disabled			1	2
Disabled person spaces			1	0

17. _____ Path of Travel: Show a marked path of travel from handicap space(s) and from the street to the main building(s).
18. _____ Lot Coverage: Show percentages of parcel covered by impervious surface, landscaping, and open space.
19. _____ Plant and Tree Protection: If no protected or endangered trees exist on the site state "No Protected Plants", otherwise show the location, size, and type of all native trees, including unbranched cacti, yuccas, palms and joshuas, and indicate whether any of the following trees are to be removed:

Valley or Mountain Areas – Six inches or greater in diameter or 19 inches in circumference measured at 4.5 feet above average ground level of the base.

Desert Areas – All Joshua trees and all species of century plants, nolinias and yuccas. Creosote rings that are 10 feet or greater in diameter. For smoketrees and mesquites, two (2) inches or greater in

diameter or six (6) feet or greater in height. All plants protected by the State Desert Native Plants Act shall be protected in accordance with that ordinance.

20. _____ Landscaping: Show areas to be landscaped. If in a ReDevelopment Area (RDA), a project specific landscaping plan is required at time of submittal.
21. _____ Lighting: Show location of outdoor lighting. In a note, indicate the type of lighting and planned shielding design.
22. _____ Commercial, Industrial, or Institutional Projects: Show uses of all buildings and structures with number of occupants, hours of operation, etc. If proposed use is storage, indicate type of material to be stored.
23. _____ Truck traffic: If truck activity is involved in the project, show the turn maneuvers for the driveways relative to the street.

Note: State Fish and Wildlife fees may be required before your project can be approved.

If your project is subject to these fees, you will have to submit your payment (<https://www.wildlife.ca.gov/Conservation/CEQA/Fees> depending on project specifics) to the Clerk of the Board of Supervisors within five (5) days after the date of conditional approval. The project planner will then be able to complete the final paperwork at the appropriate time.

If you have any questions concerning the Environmental Filing Fee due to the State, please visit the California Department of Fish and Wildlife Web-Site.
<https://www.wildlife.ca.gov/Conservation/CEQA>

No Effect Determination (NED) Process. For additional explanation to the regulations and procedures regarding NEDS please see the No Effect Determinations Detailed instructions at the following link.

<https://www.wildlife.ca.gov/Conservation/CEQA/NEDhtml>

LAND USE APPLICATION QUESTIONNAIRE

Complete all sections of this application. Please refer to the checklist contained in the information packet for complete information on submittal requirements. The information furnished in this application will be used in evaluating your project pursuant to the California Environmental Quality Act (CEQA). If you believe an item does not apply to your project, mark it "N/A". Do not leave any blank spaces. If you have any questions about items requested on this form, please call the Customer Service Unit at (909) 387-8311. **Please use no more than four lines to answer any question. If more space is needed, use Attachment A on page 5 of this application questionnaire.**

APPLICATION TYPE:**T.T.P.M.#:**

[Take "type" from the top of the cover sheet, i.e. "Conditional Use Permit," "Tentative Tract," etc. (if a tentative map is involved include the map number)]

All Assessor's Parcel Numbers (APNs):**Section 1 - Applicant Data**

Applicant Name: _____

Firm Name: _____

Address: _____

City: _____ Zip: _____

Phone: _____ FAX No.: _____ E-Mail: _____

Section 2 – Property Owner Data (If same as above check ☐)

Property owner(s) of record: _____

Firm Name: _____

Address: _____

City: _____ Zip: _____

Phone: _____ FAX No.: _____ E-Mail: _____

Section 3 – Representative Data (If same as above check ☐)

Representative's Name: _____

Firm Name: _____

Address: _____

City: _____ Zip: _____

Phone: _____ FAX No.: _____ E-Mail: _____

Section 4 – Architecture/Engineering Representative Data (If same as above check ☐)

Representative's Name: _____

Firm Name: _____

Address: _____

City: _____ Zip: _____

Phone: _____ FAX No.: _____ E-Mail: _____

To be completed by County Staff: Filing Date: _____ Project No.: _____ JCS Project No.: _____

Section 5 – Project Description and Location/Legal Data

Briefly describe the project and use:

Land Use District: _____

Overlay Districts: _____

Legal Description: Township: _____ Range: _____ Section: _____

USGS Quad Name: _____

Location: Community: _____ Nearest cross street: _____

Street name: _____ Side of street: _____

Site Size (Gross acres or square footage): _____ Number of lots: _____

Site Address: _____

Proposed Development Area: _____

Size of Proposed Buildings: _____

Previously approved land use applications for this site: _____

Are you filing other land use applications for this site at this time? Yes ☐ No ☐

If yes, please list other application types _____

UTILITIES:

Water: _____
(Name of Provider)

Is the site presently served? Yes ☐ No ☐

If an extension is necessary, how long will it be? _____

Are any existing or proposed wells within 200 feet from any existing or proposed liquid waste disposal system?

Yes ☐ No ☐ If yes, attach an explanation

If this is a Tentative Map application, how many service connections have already been made to the existing water system? _____

Sewage Disposal: Septic? Yes ☐ No ☐

Sewer : _____
(Name of Provider)

Is the site presently served? Yes ☐ No ☐

If an extension is necessary, how long will it be? _____

If septic system/leach lines are proposed or existing, attach information showing proposed or existing location and how the size of the sewage disposal area was determined

Gas: _____
(Name of Provider)

Is the site presently served? Yes ☐ No ☐

If an extension is necessary, how long will it be? _____

Electricity: _____
(Name of Provider)

Is the site presently served? Yes ☐ No ☐

If an extension is necessary, how long will it be? _____

Phone: _____
(Name of Provider)

Is the site presently served? Yes ☐ No ☐

If an extension is necessary, how long will it be? _____

Cable TV: _____
(Name of Provider)

Is the site presently served? Yes ☐ No ☐

If an extension is necessary, how long will it be? _____

Section 6 - Environmental Setting

Be sure to answer all of the questions. This information is necessary to evaluate the project under the California Environmental Quality Act (CEQA). You must provide additional information for any answers marked "yes" or "uncertain" in a letter of explanation attached to this application.

1. When do you anticipate starting construction? _____
2. Will grading be required? Yes ☐ No ☐
If so, how many cubic yards will be cut? _____ How many cubic yards will be filled? _____
3. Is the project phased? Yes ☐ No ☐
If yes, describe the phasing: _____
4. If residential, indicate the number of units or lots. _____
5. If commercial, attach information describing the type of commercial activity proposed, along with square footage of sales area ,loading facilities trash enclosures, and hours of operation.
6. If industrial, attach information indicating type of industrial activity proposed, square footage of building, estimated employment per shift, trash enclosures, loading facilities and hours of operation.
7. If institutional, attach information indicating major function, estimated employment per shift estimated occupancy, loading facilities, trash enclosures and hours of operation.

8. Will the use require truck activity? Yes ☐ No ☐

If yes, give truck type(s) and number of axles : _____

What is the gross weight of each vehicle: _____

Number of truck trips per day _____

YES **NO** **UNCERTAIN**

9. Will the project change scenic views or vistas from existing residential areas, public lands or roads?

☐ ☐ ☐

10. Will there be a change in dust, ash, smoke, fumes or odors in the vicinity of the project?

☐ ☐ ☐

11. Has the site been surveyed for historical, paleontological or archaeological resources?

☐ ☐ ☐

12. Is the site on filled land or on slope of 10 percent or more?

☐ ☐ ☐

13. Will there be the use or disposal of potentially hazardous materials, such as toxic substances, flammables, or explosives?

☐ ☐ ☐

14. Will there be a change in lake, stream, or ground water quality or quantity, or alteration of existing drainage patterns?

☐ ☐ ☐

15. Will there be any substantial change in existing noise or vibration levels in the vicinity?

☐ ☐ ☐

16. Will there be a substantial change in demand for public services (police, fire, water, sewage, etc.)?

☐ ☐ ☐

17. Has a traffic study been prepared for this site or has the site been included in another traffic study?

☐ ☐ ☐

18. Will the project generate significant amounts of solid waste or litter?

☐ ☐ ☐

19. Will the project change any existing features of hills or make substantial alteration of ground contours?

☐ ☐ ☐

20. Will there be a substantially increase in fossil fuel consumption (electricity, oil, natural gas, etc.)?

☐ ☐ ☐

21. Is there a relationship to a larger project or series of projects?

☐ ☐ ☐

22. List any previous environmental documents or technical studies prepared for this site:

23. Describe the project site, as it exists before project implementation, including information on topography, soil stability, plants and animals, and any cultural, historical, or scenic aspects. On an attachment describe any existing structures on the site, and the use of the structures.

24. On an attachment, describe the surrounding properties, including information on plants and animals and any cultural, historical, or scenic aspects. Indicate the type of land use (residential, commercials, etc.), intensity of land use (single family dwelling(s), apartment houses, shops, department stores, etc.), and scale of development (height, frontage, set-back, rear yard, etc.). Attach photographs of the vicinity.

Attachment A

(Please use this form to amplify any answer. Be sure to identify which question is being amplified.)

APPLICATION CERTIFICATE

ALL OWNERS OF RECORD MUST SIGN THIS CERTIFICATE: (Attach it to the application)

List Assessor's Parcel Number(s) of the project property:

List Assessor's Parcel Number(s) of all property contiguous to the project property, which is owned or beneficially controlled by the individual(s) signing this Certificate: If there are no contiguous properties under the same ownership, STATE "NONE"—**do not leave blank.**

The undersigned owner(s) or officer(s) in the organization owning the lands for which this application is made, states that he/she is aware that the application is being filed with the San Bernardino County Planning Division, and certifies under penalty of perjury that the County applications forms have not been altered and that the information contained in this application is true and correct. I (We) acknowledge that additional materials may be necessary to provide to the Planning Division once the preliminary review of the specifics of the project has been initiated. I (We) further agree that if any information contained in this application proves to be false or incorrect, the County of San Bernardino and any special purpose or taxing district affected thereby are and shall be released from any liability incurred if a certificate of compliance is or has been issued on basis of this application. I understand that under such circumstances any such certificate shall be null and void and shall be returned to the County for cancellation.

The applicant/owner/developer agrees to pay all accumulated charges for this project, if this is an actual cost application. Your project will not be approved, finalized, or vested until all charges are paid in full. If attempts to collect any outstanding funds are unsuccessful, your project will be closed and the account sent to collections. County will make every effort to stop work and notify the applicant before proceeding and placing a project into deficit.

For any type of application, the applicant also agrees to defend, indemnify and hold harmless the County, its agents, officers and employees from any claim, action or proceeding attacking or seeking to set aside, void or annul the approval of all or part of the matters applied for, or any other claim, action or proceeding relating to or arising out of such approval. This requirement includes the obligation to reimburse the County, its agents, officers and employees for any court costs or attorney fees which the County, its agents, officers or employees are required by a court to pay as a result of such claim, action or proceeding. The County agrees to notify the applicant of any such claim, action or proceeding promptly after the County becomes aware of it. The County agrees to cooperate in the defense provided by the applicant. The County may, at its own expense, participate in the defense of the claim, action or proceeding, but such participation will not relieve the applicant of applicant's defense and indemnification obligations.

Any persons signing with Power of Attorney for others must print the names of those individuals in the signature block and attach a notarized copy of the Power of attorney.

(Print) (APPLICANT OR LEGAL AGENT)

Signature

Date

REGISTRATION NO.
(IF R.C.E. OR LICENSED LAND SURVEYOR)

(Print) (OWNER(S) OF RECORD)*

Signature

Date

(Print) (OWNER(S) OF RECORD)*

Signature

Date

(Print) (OWNER(S) OF RECORD)*

Signature

Date

**If property is owned by corporation, partnership or other group signee should indicate corporate position or title and submit substantiating documentation (e.g. incorporation certificate).*

HAZARDOUS WASTE SITE CERTIFICATION

This certificate must be submitted with all Development Case Applications except for legislative acts such as General Plan Land Use District changes.

INSTRUCTIONS

The applicant for this development project shall consult the most current list of identified hazardous waste sites at <http://www.calepa.ca.gov/SiteCleanup/CorteseList/default.htm> to determine whether the development project is located on a site included on the list.

CERTIFICATION

The undersigned owner, applicant or legal representative of the lands for which this development project application is made, hereby certifies under penalty of perjury, and in accordance with Section 65962.5(e) of the Government Code of the State of California that he (she) has consulted the most current and appropriate Hazardous Waste and Substances Sites (Cortese) List and further certifies that the site of the proposed development project:

☐ Is not located on a site which is included on the Cortese List dated: _____

OR

☐ Is located on a site included on the Cortese List dated: _____

List all of the Assessor Parcel Numbers (APNs) of the project property:

Printed Name of Person Certifying this Review

Signature of Person Certifying this Review

Date

ADEQUATE SERVICE CERTIFICATION WATER AND SEWER INFORMATION SHEET AND APPLICATION

Certification that adequate water and sewer service is available for a development project is required to be submitted along with the application for most development projects. Please refer to the Information Sheet Checklist of Submittal Materials for the specific type of development application you are submitting to determine whether this completed Adequate Service Certification packet must be submitted.

The Adequate Service Certification package is designed to certify the availability of adequate water supply, sewage disposal and fire protection for your project.

INSTRUCTIONS:

The following summary of adequate service certification forms lists the appropriate forms to be utilized to ensure the availability of adequate water/sewer services. Project specifics will determine the applicability forms.

SUMMARY OF ADEQUATE SERVICE CERTIFICATION FORMS

PROPERTY INFORMATION

- (1) **Form A** The applicant shall complete the form and provide a copy to each certifying agency.

WATER

- (2) **Form W1** This form be completed when the proposed project is located within the service area boundaries of a water service utility. The water service utility will either certify that adequate facilities exist to satisfy domestic water service requirements or that financial arrangements have been made with the applicant to provide that capability.
- (3) **Form W2** This form shall be utilized when the proposed project is not located within the service area boundaries of a water service entity and a water well will be utilized as the domestic water source. The Department of Public Health, Division of Environmental Health Services will complete this form.

SEWER

- (4) **Form S1** This form shall be completed when the proposed project is located within the service area boundaries of a sewer service entity. The sewer service entity will either certify that adequate facilities exists to satisfy sewerage requirements or financial arrangements have been made with the applicant to provide that capability. This form will also indicate that the proposed connection to the sewer service facility will not result in sewage flows which will exceed the sewage facility's design capacity.
- (5) **Form S2** This form will be utilized for on-site sewerage, when a sewer service entity is not available to service the proposed project. The County Department of Public Health, Division of Environmental Health Services shall complete this form.

FORM A

**PROPERTY INFORMATION FOR
ADEQUATE SERVICE CERTIFICATION**

Applicant completes the following information for subject property:

Applicant Name: _____

Mailing Address: _____

Phone: () _____ FAX No.: () _____ E-Mail: _____

Proposed Use/Project: _____

Tentative Tract/Parcel Number: _____

Assessor's Parcel Numbers: _____

Property Address: _____

Community: _____

Property Legal: Tract No. _____ Lot No. _____ Block No. _____

The following is a summary of the forms and when they are utilized to receive adequate service certification for the proposed project:

- | | |
|--|--------------------|
| 1. Proposed Water Service Utility Connection | Form A and Form W1 |
| 2. Proposed On-Site Well | Form A and Form W2 |
| 3. Sewer Service Utility Connection | Form A and Form S1 |
| 4. Proposed On-Site Sewage Disposal | Form A and Form S2 |

FORM W1
PUBLIC WATER SERVICE CERTIFICATION

Applicant Name _____ **APNs** _____

This certifies that the above referenced property is within the service area boundaries of this water service utility and that:

Service Information: (Check one)

- ☐ There are currently existing adequate source, storage and distribution line capacities to provide potable water to the referenced site in sufficient quantities to satisfy the domestic water service and fire protection requirements of the proposed use. The water mains to serve each proposed service connection are currently installed and operable.
- ☐ Financial arrangements have been made to install water mains for each proposed service outlet and any other necessary facilities to insure that the proposed use will have adequate source, storage and distribution line capacities to satisfy the domestic water service and fire protection requirements of the proposed use.
- ☐ It is financially and physically feasible to install water service facilities that will provide adequate source, storage and distribution line capacities for each proposed service connection that will satisfy the domestic water service and fire protection requirements of the proposed use.

Easement Information: (Check one)

- ☐ This agency has known water lines or easements on the subject property but they do not conflict with the proposed use as currently designed.
- ☐ The agency has water lines and/or easements on the subject property which conflict with the proposed project as currently designed. Applicant must revise plans and resubmit them to this agency for approval.

Fire Flow Information:

The proposed water system will provide:

- ☐ Gallons per minute 20 pounds per square inch for minimum _____ hour(s) duration.

There have been _____ service connections to the existing system. (For Tentative Map applications only.)

Please attach a description and plot map illustrating any affected water lines or easements and sign back page.

This commitment is subject to the ordinances, resolutions, regulations, rules, policies, procedures, standards and rate schedules of this water service agency and the applicant has agreed to the conditions of service including payment for the installation of the required on-site and off-site capital improvements outlined on the attached list (If any, please attach list). All water service facilities can and will be installed prior to construction of the proposed use and will comply with the California Waterwork Standards and applicable Fire Code and local Fire Code and local Fire agency regulations for fire flow. This commitment is subject to County approval of all necessary permits/applications and shall expire one (1) year from the following date.

Utility Manager or Designee Date

Water Service Agency Name: _____

Address: _____

Phone No.: () _____

FORM W2
PRIVATE WATER SERVICE – (FOR DEHS TO COMPLETE)

Applicant Name _____ **APNs** _____

The County Department of Public Health, Division of Environmental Health Services finds that:

- ☐ The subject property has a water well approved for use by the proposed project.
- ☐ Water system plans have been approved by the fire authority and DEHS.
- ☐ DEHS has reviewed a ground water (hydrologic) report prepared for the subject property and signed by a Registered or Certified Engineering Geologist or Civil Engineer which indicates there is sufficient quantity and quality of the proposed use.
- ☐ (Other) _____

This commitment shall expire one (1) year from the following date.

Signature—DEHS

Date

**FORM S1
SEWER SERVICE CERTIFICATION**

Applicant Name _____ **APNs** _____

To be completed by the Sewering Agency.

This certifies that the property referenced on Form A is within the service area boundaries of this sewerage agency and that: (check applicable).

- ☐ There are currently existing sewer trunk lines(s) of adequate capacity to provide sewerage service and such service will not exceed the design capacity of the lines.
- ☐ There are not currently existing sewer trunk line(s) of adequate capacity. However, it is financially and physically feasible to install sewer trunk lines that will permit adequate service to the referenced property.
- ☐ (Other) _____

This agency will commit to providing sewerage service to the referenced project subject to all applicable ordinances, resolutions, regulations, rules, policies, procedures, standards and date schedules. The applicant has agreed to the conditions of service including payment for the on-site and off-site capital improvements outlined on the attached list. (If any, please attach list). All sewer service facilities can and will be installed prior to occupancy of the proposed use and will comply with all federal, state, and country laws and regulations.

This commitment is subject to county review and approval of all necessary permits/applications, and shall expire on the following date _____ which represents the end of the three (3) year project approval period. Applicant must refile certification request if project extension of time request is filed.

By: _____ Date: _____

Title: _____

Name of Sewering Agency: _____

Address: _____

Phone No.: () _____

Please attach a description or plot plan showing existing or proposed sewer trunk line(s) to the referenced property.

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To be completed by the Publicly Owned Treatment Works (POTW) Waste Management Authority.

- ☐ This certifies that the above referenced property's proposed connection to this Publicly Owned Treatment Works will not result in sewage/septage flows which will exceed the plant's design capacity.
- ☐ This agency cannot certify that the referenced property's connection to this Public Owned Treatment Works will not result in sewage/septage flows which will exceed the plant's design capacity.

The waste management authority (does/does not) have adequate facilities to accept the sewage from the referenced property (circle one).

☐ (Other) _____

By: _____ Date: _____

Title: _____

Name of POTW/Landfill: _____

Address: _____

Phone No.: () _____

Please attach a separate sheet describing the plant or landfill design capacity, sewage/sludge disposal capacity and existing excess capacity and the current number of committed connections, the current number of sewage commitments with their cumulative anticipated total flow.

The Department of Public Health, Division of Environmental Health Services has reviewed the above reference submittal:

- ☐ The referenced project is adequately serviced.
- ☐ The referenced project is not adequately serviced
- ☐ (Other) _____

cc: Planning Division DEHS Date
California Regional Water Quality Control Board

FORM S2
ONSITE SEWAGE DISPOSAL CERTIFICATIONS

Applicant Name _____ **APNs** _____

The County Department of Public Health, Division of Environmental Health Services finds that:

- ☐ The subject property is in an area for which the department has sufficient information to assign sewage disposal design rate in compliance with the percolation report waiver criteria.
- ☐ The subject property has a percolation report which has EHS approval. The report contains sufficient information for the design of an on-site disposal system for the proposed use of the property.
- ☐ The subject property is required to have a percolation report for EHS review and approval.
- ☐ Existing septic system shall be certified by a qualified professional (P.E., C.E.G., REHS, C-42 contractor) that the system functions properly, meets code, and has the capacity required for the proposed project.

DEHS

Date

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